



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number
INSTRUCTION	September 11, 2000	NETC 6000.1

Official Meals in the Small Dining Room

1. Purpose. The purpose of this instruction is to publicize U.S. Fire Administration policy and procedures for using the Small Dining Room.
2. Applicability and Scope. The provisions of this instruction are applicable to all Federal Employees assigned at the National Emergency Training Center (NETC).
3. Authority. Public Law 98-371, Appropriation Act for 1985.
4. References.
 - a. Office of General Counsel memorandum dated June 12, 1985.
 - b. Office of General Counsel memorandum dated January 30, 1985.
5. Supersession. NETC Instruction 6000.1, Official Meals in the Small Dining Room, dated August 20, 1999.
6. Procedures. Government employees assigned at NETC will use the following procedures for requesting use of the Small Dining Room.
 - a. Contact the Educational and Academic Support Team to reserve the Small Dining Room at least 5 days prior to the date required for use. Provide the date, time, justification for the use of the room (i.e., Superintendent's Luncheon, Entertain--foreign or domestic guests), and number of guests.
 - b. Inform the Dining Facility Manager of preferences regarding choice of foods, beverages, meals and type of service (buffet or service) required. Pricing should be discussed at this time. If other than standard fare is required, or served meal is desired, prices identified in 7 of this instruction do not apply.
 - c. Pay at the time of use and inform the cashier that services are for the Small Dining Room.
7. Cost of Services. Discount meal tickets may be used provided the need is a self-service meal. The following prices, plus Maryland State tax, will be charged for those not possessing a discount meal ticket:

Effective October 1, 2000

Breakfast	\$2.65
Lunch	4.35
Dinner	7.50

8. Foreign Government Officials. Payment for foreign Government officials who are guests of NETC must be made at the time the facility is used.

Ronald P. Face, Jr.
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